

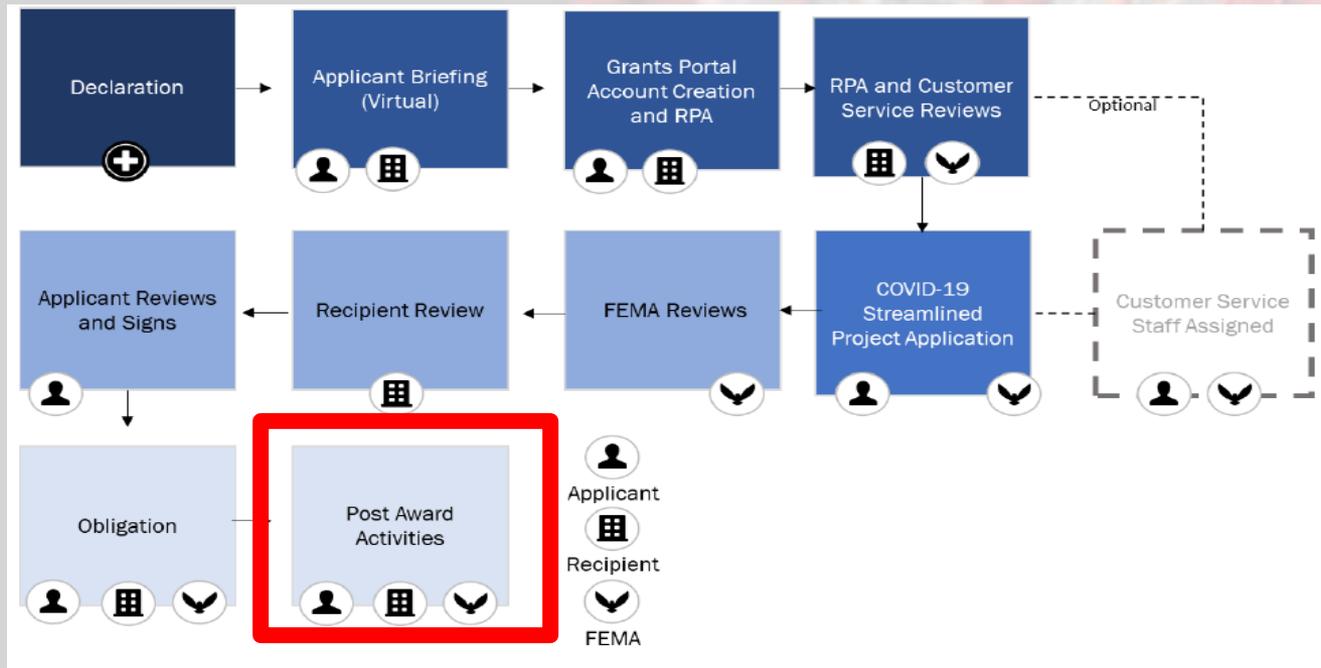
# Applicant – Post Award Process Public Assistance (PA) Program

## FEMA-DR-4512-VA “COVID-19”

Presented by the  
Finance and Recovery Sections of the  
Virginia Emergency Support Team (VEST)



# What Happens Post-Award?



# What happens next?

- Sub-recipients (all PA Applicants) will be required to enter into a grant agreement which contains the federal terms and conditions of awards
- Sub-recipients may request reimbursement for COVID-19 grant project costs
- Sub-recipients are required to submit quarterly reports for large projects or projects that have incomplete work through closeout



# Reimbursements: Small Projects

- For Small Projects (under \$131,100)
  - You may request the entire federal share (75% of the total project amount) **for completed work, if the project was written with 100% work complete.**
  - The remaining federal share (for work to-be completed) will be reimbursed at closeout.
  - If a project was written with a combination of completed work and work to-be completed, Applicants can request the completed work reimbursement (federal share) while the remaining work is being completed.
  - Supporting documentation must be submitted for projects that are written to include work to-be completed, prior to reimbursement once the work is complete.



# Reimbursements: Large Projects

- For large projects (above \$131,100)
  - You may request the entire federal share (75% of the total project amount) for Category B **completed work, if the project was written with 100% work complete.**
  - The remaining federal share (for work to-be completed) will be reimbursed at closeout.
  - If a project was written with a combination of completed work, and work to-be completed, Applicants can request the completed work reimbursement (federal share) while the remaining work is being completed.
  - Supporting documentation must be submitted for projects that are written to include work to-be completed, prior to reimbursement, once the work is complete.



# Reimbursements: Cat Z Projects

- Category Z Costs (management costs) will be reimbursed after all other projects have been 100% completed and obligated, and as your submitted documentation is reviewed to support the costs.
- Cat Z projects will not be reimbursed until all supporting documentation is received by VDEM and when an Applicant certifies their final Cat Z costs, if less than the obligated Cat Z amount.



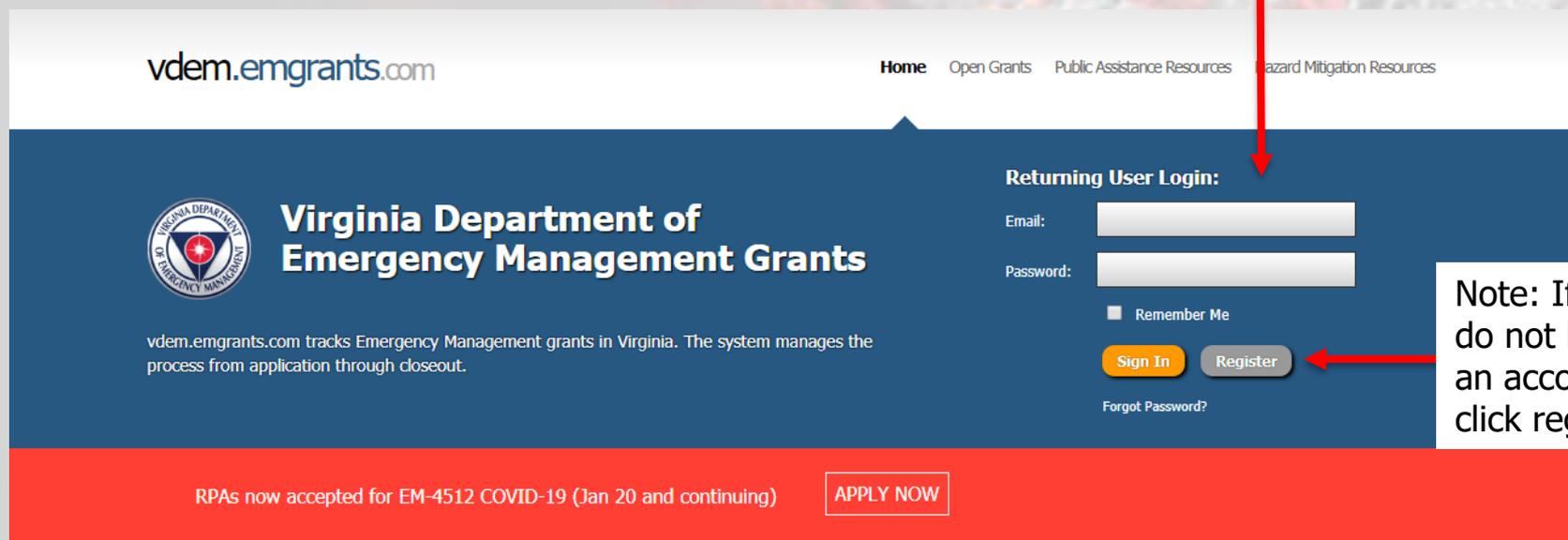
# What is the timeline for Closeout?

- Due to the unprecedented nature of this event, closeout timeline is unknown
- Smaller disasters have taken 2-4 years to close



# How to Request a Reimbursement

- Go to <https://vdem.emgrants.com/index.cfm>
- Log in using your email and password:



The screenshot shows the homepage of vdem.emgrants.com. The header includes the website name and navigation links: Home, Open Grants, Public Assistance Resources, and Hazard Mitigation Resources. The main content area features the Virginia Department of Emergency Management logo and the text: "Virginia Department of Emergency Management Grants". Below this, a paragraph states: "vdem.emgrants.com tracks Emergency Management grants in Virginia. The system manages the process from application through closeout." To the right, there is a "Returning User Login:" section with input fields for "Email:" and "Password:", a "Remember Me" checkbox, and "Sign In" and "Register" buttons. A red arrow points from the "Register" button to a note box on the right. At the bottom, a red banner contains the text "RPAs now accepted for EM-4512 COVID-19 (Jan 20 and continuing)" and an "APPLY NOW" button.

vdem.emgrants.com

Home Open Grants Public Assistance Resources Hazard Mitigation Resources

 **Virginia Department of  
Emergency Management Grants**

vdem.emgrants.com tracks Emergency Management grants in Virginia. The system manages the process from application through closeout.

**Returning User Login:**

Email:

Password:

Remember Me

[Forgot Password?](#)

Note: If you do not have an account, click register.

RPAs now accepted for EM-4512 COVID-19 (Jan 20 and continuing)



- Your homepage will look similar to this:

My Home

Quick Start Guides? Collapse

Welcome to vdem.emgrants.com! To view training videos, reference user guides, or submit a support ticket, see the help icon located in the top-right corner of the screen ( ? ).

Open Grants Collapse

Quick Search: 60 results

Pages: 1 2

Program	Grant #	Grant Name	Declared Date	FEMA POP Date
SPA	2020	August Buchanan Landslide 2020	Aug 31, 2020	
SPA	2020-08-...	August 15th Flooding	Aug 15, 2020	
SPA	2020-08-...	Earthquake	Aug 9, 2020	
SPA	2020-08-...	Flooding	Aug 8, 2020	
SPA	2020-08	2020-08 Hurricane Isaias	Jul 30, 2020	
BRIC	BRIC 2020	Building Resilient Infrastructure Communities 2020	Jul 1, 2020	
FMA	FMA 2020	Flood Mitigation Assistance 2020	Jul 1, 2020	
SPA	06-17-20...	06-17-2020 Landslide Event	Jun 17, 2020	
SPA	2020-06-...	First Amendment Events	May 31, 2020	

My Inbox Summary

Inbox | 600 total, 556 unread  
Drafts | 17 total

Resources

- PA Program Information
- VDEM Staff Resources
- PA Applicant Resources
- PA Training
- PA Administrative Plan
- Assignments Map
- HM Training
- HM Applicant Resources
- HM Plan-Strategy
- Public Assistance Resources
- Hazard Mitigation Resources
- News Archive

- Click on the button for Accounts at the top of the page



- You will now see your account summary, click on Projects

The screenshot displays a web application interface with a red header bar. A black redaction box covers the top left, and a small 'EDITING' icon is in the top right. Below the header, there are buttons for 'New Meeting' and 'Create New Request', and a 'More' dropdown. A left-hand navigation menu includes 'Summary', 'Manage', 'Accounts', 'Projects' (highlighted with a red arrow), 'Payments', 'Quarterly Reports', 'Contacts', 'Notes', 'Documents', and 'History'. The main content area is titled 'Applicant Details' and contains the following information:

Grants Portal Organization ID:	105
Account Count:	75 Accounts 69 Open 6 Closed
Project Count:	536 Projects 2 Unobligated 82 Obligated - Large (53 Open) 452 Obligated - Small (70 Open) 12 overdue (view)
Quarterly Report Count:	No Active QRs (View All) 187 Overdue Quarterly Reports
Eligible Obligated:	\$68,968,089.78
Federal Obligated:	\$53,694,035.83 (77.82%) (Federal = \$53,667,970.87, Admin = \$26,064.96) View Graph
State Obligated:	\$13,078,268.06 (18.96%) View Graph
Local Share:	\$2,221,850.85 (3.22%)

On the right side, there are two panels. The 'Apply for a Grant' panel states: 'There are currently 22 Grants open. If you wish to apply, please click the Apply Now button below.' with an 'Apply Now' button. The 'Resources' panel lists various links: PA Program Information, VDEM Staff Resources, PA Applicant Resources, PA Training, PA Administrative Plan, Assignments Map, HM Training, HM Applicant Resources, HM Plan-Strategy, Public Assistance Resources, Hazard Mitigation Resources, and News Archive.



- Select the project in which you'd like to request for reimbursement

Virginia Department of Emergency Management


New Meeting Create New Request More ▾

-  Summary >
-  Manage
-  Accounts
-  Projects
-  Payments
-  Quarterly Reports
-  Contacts
-  Notes
-  Documents
-  History

 Applicant Details ▾

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Account Count:	<span style="color: red;">75 Accounts</span> 69 Open 6 Closed
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State Obligated:	\$13,078,268.06 (18.96%) <span style="color: red;">View Graph</span>
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 Apply for a Grant ▾

There are currently **22** Grants open. If you wish to apply, please click the Apply Now button below.

Apply Now

 Resources ▾

- [PA Program Information](#)
- [VDEM Staff Resources](#)
- [PA Applicant Resources](#)
- [PA Training](#)
- [PA Administrative Plan](#)
- [Assignments Map](#)
- [HM Training](#)
- [HM Applicant Resources](#)
- [HM Plan-Strategy](#)
- [Public Assistance Resources](#)
- [Hazard Mitigation Resources](#)
- [News Archive](#)



- Click Create New Request

The screenshot displays a software interface for project management. At the top, a blue header bar contains the text "Project #1 - [REDACTED]" and "Open". Below the header is a navigation bar with two buttons: "New Meeting" and "Create New Request". A red arrow points to the "Create New Request" button. On the left side, there is a vertical sidebar menu with icons and labels for various project management functions: Summary, Manage, Funding, Locations, Expenses, Payments, Progress Monitoring, Contacts, Notes, Documents, and History. The main content area is titled "Project Details" and contains the following information:

Number:	F# 1
Title:	[REDACTED]
Type:	[REDACTED]
Reference Number:	76903
Eligible Obligated:	\$840,107.52 (L) <a href="#">Expand</a>
Federal Obligated:	\$840,107.52 (100.00%) <a href="#">Expand</a>
State Obligated:	\$0.00 (0.00%)
Local Share:	\$0.00 (0.00%)
Advances Requested:	\$0.00
Work Complete %:	0.00% Quarterly Report is 0.00% complete. Project Version 0 is 7.00% complete.
Anticipated Completion Date:	
Work Deadline:	June 18, 2020 <span style="color: red;">+</span> Overdue by 159 days
In Process Requests:	Quarterly Reports (6) <a href="#">Expand</a>



- Select New Reimbursement Request

**Create a New Request**

Select the request you would like to create by clicking on the name of the request below.

**Note:** For a list of Applicant or Account-based requests, first navigate to the Applicant or Account screen.

<p><b>New Reimbursement Request</b> ←</p> <p>The Reimbursement Request is used by the Applicant to request grant funds from the Commonwealth on a project.</p>	<p><b>New Advance Request</b></p> <p>The Funding Advance Request is used in rare instances where the project needs an initial obligation of funding prior to any payments by the Applicant.</p>
<p><b>New Project Closeout Request</b></p> <p>The Project Closeout Request notifies VDEM and FEMA that all work on the project is complete and a final inspection is needed.</p>	<p><b>New Time Extension Request</b></p> <p>The Time Extension Request notifies VDEM that the work on a project will not be completed by the period of performance deadline. Typically this request for an extension should be made at least 60-90 days prior to an upcoming deadline.</p>
<p><b>New Scope-of-Work Change Request</b></p> <p>The Scope-of-Work (SoW) Change Request notifies VDEM that the Applicant has identified a change in the SoW or a budget</p>	<p><b>New Project Appeal Request</b></p> <p>The Appeal Request notifies VDEM that the Applicant would like to Appeal a determination by FEMA or VDEM.</p>

Cancel



Select either Create New Expense or Link an Existing Expense.  
Existing Expense is based on invoices.

### Create New Reimbursement Request

Cancel

Expenses > Expenses

To create a new RFR, you must associate an expense.

Create new Expense    Link an Existing Expense

### Create New Expense

Create    Cancel

Form > Form

State Use Only

Requested Amount: \$0.00  
Amount Eligible: \$ 0.00  
After detailed review, the amount that is found to be within the approved Scope of Work.  
Amount Eligible Later: \$ 0.00  
Note: Eligible Later amounts require an amendment for additional funding.  
Ineligible Amount: \$ 0.00  
Adjusted Amount: \$0.00  
State Comments:

An applicant may request an advance of funds on an approved large project where no work has been completed. The applicant must have a basis for the requested funds, such as anticipated contractor bills, or force account payroll deadlines to meet. No more than 25% of the eligible project funds may be advanced with the necessary supporting justification. Advanced requests are evaluated on a case by case basis.

Type:

Total Documented Amount: \$ 0.00  
Project Eligible Obligated \$840,107.62, Federal Obligated \$840,107.62, Expended \$247,281.45

Requested Amount: \$   
This is the amount eligible for payment.

### Link an Existing Expense

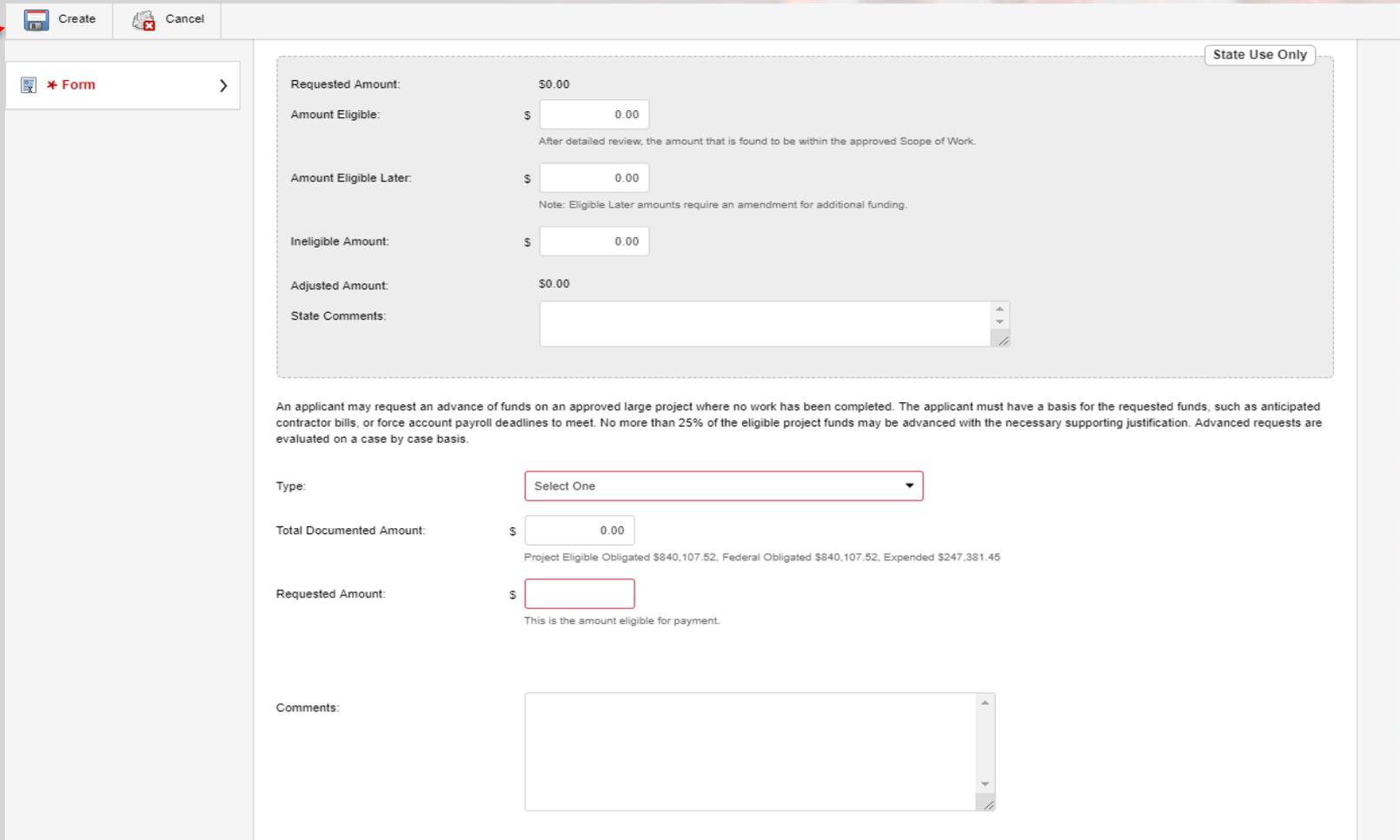
- 105. Invoice (\$3,428.94)
- 106. Invoice (\$158.21)
- 107. Invoice (\$685.58)
- 108. Invoice (\$706.60)
- 109. Invoice (\$3,047.08)
- 110. Invoice (\$3,613.96)

Link    Cancel



gement

# To Create a New Expense, fill out the form and click Create



**Create** **Cancel**

**\* Form**

**State Use Only**

Requested Amount: \$0.00

Amount Eligible: \$ 0.00  
After detailed review, the amount that is found to be within the approved Scope of Work.

Amount Eligible Later: \$ 0.00  
Note: Eligible Later amounts require an amendment for additional funding.

Ineligible Amount: \$ 0.00

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State Comments:

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Type: Select One

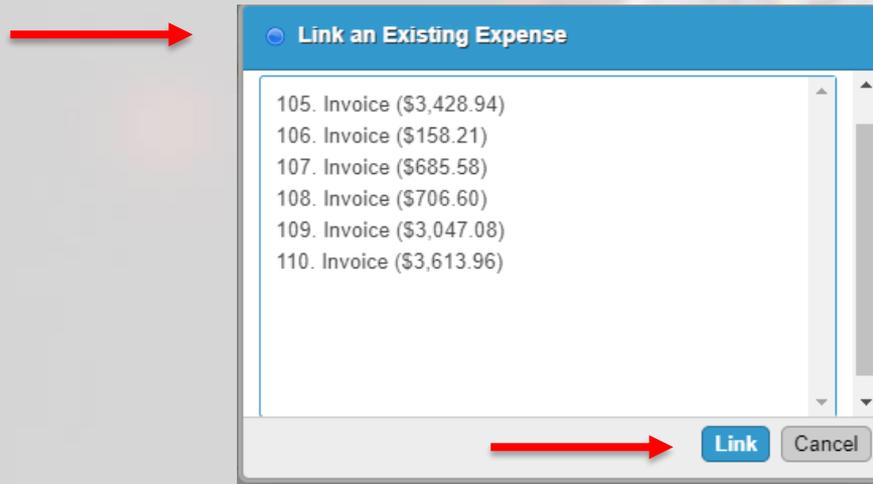
Total Documented Amount: \$ 0.00  
Project Eligible Obligated \$840,107.52, Federal Obligated \$840,107.52, Expended \$247,381.45

Requested Amount: \$  
This is the amount eligible for payment.

Comments:



If you clicked Link an Existing Expense, to provide support for your reimbursement request, select your expense and press “Link”



Once complete, click Advance for VDEM Review. Now, your reimbursement request will be reviewed by the PA Grants team.

**Project #1: Reimbursement Request**  
Draft

Advance Set on Hold Delete Expense Options More

Summary Expenses Notes Documents Workflow History

Expenses

Quick Search: 1 results

#	Type	Contractor	Reference #	Amount	Amount El...
105	Invoice	[REDACTED]	V#9263	\$3,428.94	\$3,428.94

Reimbursement Request Complete!



# VDEM Technical Support

**For Technical Assistance please contact Recovery or reach out directly to your Regional PA Grant Administrator:**

Geographic Area	PA/Recovery Coordinator	Contact
ALL	Recovery	<a href="mailto:Recovery@vdem.virginia.gov">Recovery@vdem.virginia.gov</a>



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Virginia Department of  
**Emergency Management**